



DEPARTMENT OF THE ARMY
2d ENGINEER BRIGADE
724 POSTAL SERVICE LOOP #5000
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5000



REPLY TO
ATTENTION OF

APVR-ENG-CO

26 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #8 (Off-Duty Employment)

1. Reference:

- a. Joint Ethics Regulation (JER), DoD 5500.7-R 30 August 1993.
- b. Army Regulation 600-20, Army Command Policy, 11 February 2009.

2. Purpose: The purpose of this memorandum is to set policy for 2d Engineer Brigade and tenant organization active duty military personnel regarding off-duty employment. Soldiers who violate this policy are subject to adverse administrative action and/or punishment under the Uniform Code of Military Justice.

3. General: Commanders are responsible for ensuring their units are sustained at the highest level of readiness possible and their Soldiers are properly trained and prepared to carry out the duty requirement of their positions. Inherent in this responsibility is the authority of a commander to prohibit the outside, off-duty employment of Soldiers if the commander determines it may detract from Soldier readiness, pose a safety or security risk to Soldiers, or negatively impact good order and discipline in the unit. Off duty employment cannot be used as a reason for excusal from participation in the duties, exercises or deployment of Soldiers.

4. Policy:

- a. All officers, including warrant officers and senior noncommissioned officers (E7- E9) must obtain written permission from their senior rater before engaging in off-duty employment.
- b. Enlisted Soldiers and junior noncommissioned officers (E5-E6) must obtain written permission from their company/battery level commander before engaging in off-duty employment.
- c. Off-duty employment of Soldiers may be denied if the commander determines that it does or is likely to negatively impact good order and discipline in the unit or detract from or degrade mission or Soldier readiness, security, and safety.

5. The point of contact for this memorandum policy is the Brigade Legal Office, (907) 384-0651.

THOMAS J. ROTH
COL, EN
Commanding

DISTRIBUTION:
2d Engineer Brigade Command Teams